

# **Regulations for the specially appropriate exams designed to assess the ability to attend higher education of the Faculdade de Economia of Universidade Nova de Lisboa - Nova School of Business and Economics**

## **Order No. 3457/2025**

*Summary:* Approves the regulations for the specially appropriate exams designed to assess the ability to attend higher education of the Faculdade de Economia of the Universidade NOVA de Lisboa – Nova School of Business & Economics

Decree-Law no. 64/2006, of March 21, regulates the specially appropriate exams designed to assess the ability to attend higher education of those over 23 years old who do not hold the respective access qualification, as provided for in Article 12(5) of Law no. 46/86, of October 14 (Framework Law of the Education System).

Articles 6 and 14 of the aforementioned law award the legally and statutorily competent body of each higher education establishment the power to determine the format of the assessment of ability to attend each of its 1<sup>st</sup> Cycle courses and to approve the regulations for the exams to be taken by candidates.

A public consultation was carried out for a period of 30 working days, pursuant to Article 101 of the Code of Administrative Procedure and Article 110(3) of the Legal Framework for Higher Education Institutions, approved by Law no. 62/2007, of September 10.

Therefore, in accordance with the decision of the Scientific Council taken at its meeting of 17/12/2024, and under the provisions of Article 10(1)(e) of the Statutes of the Faculdade de Economia of Universidade Nova de Lisboa - Nova School of Business and Economics, I hereby approve the regulations for the specially appropriate exams designed to assess the ability to attend the 1<sup>st</sup> Cycle courses of this Faculty.

7 of March 2025 - The Director, Pedro Manuel Sousa Mendes Oliveira.

## **Regulations for the specially appropriate exams designed to assess the ability to attend higher education at the Faculdade de Economia of Universidade Nova de Lisboa - Nova School of Business and Economics**

### Article 1

#### **Object and scope**

These regulations govern the specially appropriate exams designed to assess the ability to attend the 1<sup>st</sup> Cycle (Bachelor) courses offered by the Faculdade de Economia of Universidade Nova de Lisboa. - Nova School of Business and Economics (Nova SBE) for students over the age of 23, hereinafter referred to as 'Admission Exams'.

### Article 2

#### **Access and admission conditions**

- 1 - Each academic year, Nova SBE opens applications for the Admission Exams for students who:
  - a) Turn 23 years old by December 31 of the preceding year;
  - b) Do not hold a higher education qualification;
  - c) Hold a secondary education course or a legally equivalent qualification, provided they have not taken the admission exams required for access to the course they are applying for in the same academic year;
  - d) Are not covered by the international student status.
- 2 - A specific condition for admission to Nova SBE is knowledge of the English language (under the conditions to be defined in the call for applications, published at Nova SBE's website), proven by a certificate.
- 3 - Applicants who do not meet the conditions set out in paragraphs 1 and 2 of this Article will be excluded.

### Article 3

#### **Establishment of vacancies and deadlines**

1 - The total number of vacancies and the deadlines for candidates to apply for enrollment and registration for the Admission Exams are established for all study cycles taught at Nova SBE, pursuant to Decree-Law no. 113/2014, of July 16.

2 - Vacancies for the study cycles taught are approved annually by the Director and published at Nova SBE's website.

3 - Deadlines for registering for and taking the Admission Exams are established annually by the Scientific Council and published at Nova SBE's website at least 10 days in advance.

4 - Vacancies will be communicated to the Directorate-General for Higher Education under the terms and by the deadlines defined by the latter.

### Article 4

#### **Application process**

1 - The application process must be accompanied by the following documents:

- a) Duly completed application form, available online at Nova SBE's website;
- b) Photocopy of the applicant's identification document, with the appropriate data processing consent;
- c) Academic and professional curriculum in English, dated and signed;
- d) A letter, in English, explaining the applicant's motivations, as defined in the call for applications;
- e) A sworn statement that the applicant does not hold a higher education qualification and is not covered by international student status, under the terms indicated on the application form;
- f) Certificate of knowledge of English, as required by the call for applications notice;
- g) Other documents required in the call for applications or that the applicant considers useful to demonstrate his/her qualifications.

2 - The application is subject to the payment of a fee to be published at Nova SBE's website.

3 - At the end of the application period, and within the deadline set by Nova SBE's Scientific Council, the lists of admitted and excluded applicants will be drawn up and published.

4 - All documents relating to the verification of the fulfillment of the access and admission conditions are part of the applicant's individual file.

### Article 5

#### **Evaluation components of the Admission Exams**

1 - The evaluation of applications accepted to attend the 1<sup>st</sup> Cycle courses under this regulation considers the following components:

- a) Written test(s) in the area(s) defined by the Scientific Council;
- b) Academic and professional curriculum;
- c) A letter explaining the applicant's reasons for attending higher education;
- d) The applicant's level of English;
- e) Interview.

2 - The written exam focuses exclusively on the areas of knowledge directly relevant to admission and progression in the courses offered.

3 - The written exam is face-to-face, held annually at Nova SBE and has a single period and a single call.

4 - The 'Interview' component is not mandatory and the jury has sole discretion as to whether or not to waive it.

5 - The assessment criteria for the components described in paragraph 1 above are set out in the call for applications.

6 - The evaluation components described in paragraph 1 above may be altered upon a decision of the Scientific Council, provided that they take into account the mandatory evaluation components established in the applicable legislation, and are always published at Nova SBE's website.

### Article 6

#### **Final classification**

1 - For the purpose of applicants' final classification, each of the mandatory evaluation components will be given the weighting defined in the call for applications.

- 2 - Each component will be graded on a numerical scale from 0 to 20.
- 3 - Applicants who obtain a mark of less than 10 in any of the written tests, without rounding, will fail.
- 4 - The final classification is the weighted average of the marks awarded for each of the mandatory components. Applicants with a mark of 10 or more, without rounding, will be considered approved.
- 5 - The final classifications of the Admission Exams are expressed through the following results:
  - a) 'Approved admitted' - without prejudice to the provisions of paragraph 3 above, if the applicant has a mark equal to or greater than 10 in the weighted average of the mandatory components that allows him/her to fill one of the vacancies made available in the call;
  - b) 'Approved not admitted' - without prejudice to the provisions of paragraph 3 above, if the applicant has a mark equal to or greater than 10 in the weighted average of the mandatory components, but it does not allow him/her to fill one of the vacancies made available in the call;
  - c) 'Failed' - if the applicant has a mark lower than 10 in any of the written exams or in the weighted average of the mandatory components;
  - d) 'Excluded' - if the applicant does not meet the admission criteria set out in these regulations and in the call for applications notice or, if otherwise, he/she does not take the written exam(s) or withdraws from them.

## Article 7

### **Jury**

- 1 - The organization, implementation and evaluation of applicants' abilities is the responsibility of a jury appointed by the Scientific Council, consisting of three members of Nova SBE's teaching staff, of which one is president and two are members.
- 2 - The composition of the jury in the case of study cycles in association and/or jointly may have only one representative from Nova SBE's teaching staff.
- 3 - It is the jury's responsibility to prepare and supervise the written exam(s) and evaluate the applicants according to the defined criteria, as well as to decide on whether the applicant passes or fails.

## Article 8

### **Decision and ranking**

- 1 - It is the Jury's responsibility to prepare the list of applicants admitted to the written exam(s) and the final classification list.
- 2 - The final classification list must contain the following information: applicant's number, study cycle, breakdown of scores for each mandatory component, result and ranking order, with the references provided for in Article 6(5).
- 3 - The final classification list will be published at Nova SBE's website and the successfully admitted applicants will be sent an e-mail to the e-mail address indicated on the application form.
- 4 - The 'Excluded' result must contain the corresponding justification.
- 5 - The result of the Admission Exams is valid only for the academic year in which the application is made, without prejudice to the provisions of the following paragraph.
- 6 - If the 'approved admitted' applicant has any impediment to enrollment in the academic year of the application, he/she may request the Jury, in a duly justified manner and within a maximum of 10 days after the impediment ceases, that the result of the written exam be transferred to the following academic year, at no additional cost, but he/she does not have any priority and competes in the following academic year on equal terms with the others, subject to the number of vacancies available.
- 7 - Whenever, after applying the selection criteria, two or more candidates in a tie situation compete for the last available place, they will be admitted even if it is necessary to create additional vacancies.

## Article 9

### **Effects and validity of the written exam**

- 1 - Approval in the written exams:
  - a) It only takes effect in the academic year to which it refers for the admission application, through the respective special call for applications, to Nova SBE's course for which it was taken, without prejudice to the provisions of Article 8(6).
  - b) It can be used to apply for enrollment and registration in more than one Nova SBE course through the corresponding call for applications, as long as the specific exam required is the same.

- 2 - Written exams taken at other higher education institutions will not be accepted.
- 3 - The written exams are for the sole purpose referred to in Article 2 and are not equivalent to any educational qualification.

#### Article 10

##### **Exclusion of applicants**

Applicants will be excluded from the application process if, in addition to other situations already provided for in this regulation, they:

- a) Make false statements or act fraudulently;
- b) Infringe the provisions laid down in these regulations or in the call for applications.

#### Article 11

##### **Complaints**

1 - Applicants may lodge a reasoned complaint against the decision of the Admission Exams, under the terms and by the deadlines indicated in the call for applications notice.

2 - Decisions on complaints are made by the president of the jury within the time limit set for this purpose, and sent by Nova SBE's admissions team to the complainant by e-mail.

3 - Applicants whose complaint is granted and results in their placement must enroll and register within the time limit set for that purpose.

#### Article 12

##### **Rectifications**

1 - When it is detected that, for reasons not directly or indirectly attributable to the applicant, there has been no placement or there has been an error in the placement, Nova SBE will *ex officio* rectify the situation, notifying the applicant and, when necessary, creating an additional vacancy, or withdrawing the applicant placed by mistake.

2 - The rectification provided for in the previous paragraph will not affect the remaining applicants already placed.

#### Article 13

##### **Crediting**

Pursuant to Decree-Law no. 74/2006, of March 24, Nova SBE can certify, by awarding credits in its study cycles, the professional experience and training of applicants admitted through the Admission Exams, in accordance with its regulation credit in force.

#### Article 14

##### **Doubts and omissions**

Omissions and doubts of interpretation raised in the application of these regulations will be resolved by order of the Nova SBE's Director.

#### Article 15

##### **Entry into force**

These regulations shall enter into force on the day following their publication in the Official Gazette.

#### Article 16

##### **Repealing rule**

Repeals Resolution no. 24/2006 of Nova SBE, published in the Official Gazette, 2<sup>nd</sup> series, no. 81 of April 26, 2006.